

1. Rationale:

At Greenvale Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

2. Aims:

- To support and educate students to be safe, responsible and ethical users of digital technologies, inline with eSmart guidelines.
- To utilize digital technologies to engage and enhance student outcomes

3. Implementation:

At our Greenvale Primary School we:

- a) Have a Student Engagement Policy that outlines our School's values and expected student behaviour. This Policy includes online behaviours
- b) Have programs in place to educate our students to be safe and responsible users of digital technologies, these resources are sourced from the Office of the safety Commissioner
- c) Educate out students about digital issues such as online privacy, intellectual property and copyright
- d) Supervise and support students using digital technologies in the classroom
- e) Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at earliest opportunity
- f) Educate students and staff regarding appropriate responses to inappropriate content and ensure guidelines are followed and any breaches are dealt with appropriately.
- g) Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed
- h) Appoint a team of staff to ensure digital technologies is implemented effectively across the school, this includes the Digital Technologies Strategic Leader, DET technician, and two local technicians.
- i) Follow DET guidelines relating to staff and students accounts
- j) Use online sites and digital tools that support students' learning in all curriculum areas
- k) Require parent signature for our 'Digital Acceptable Use Agreement' upon enrolment, which covers access to the internet and its related educational programs, publishing of student work, photos and videos. Please note only students first name and first initial of their surname will be used (see below)
- l) Seek parent permission when an outside source wishes to publish digital images or work
- m) Track infringements and be aware of breaches to our school values and apply restorative practices when managing these infringements
- n) Address issues or incidents that have the potential to impact on the wellbeing of our students
- o) Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation
- p) Support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home.

The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:

- [Bullystoppers Parent Interactive Learning Modules](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
- [iParent | Office of the Children's eSafety Commissioner](https://www.esafety.gov.au/education-resources/iparent)
(<https://www.esafety.gov.au/education-resources/iparent>)

4. Evaluation:

This policy will be reviewed with whole staff, student, parent and community input as part of the school's three-year review cycle in 2023.

References and Related Documents:

- Office of the Children's eSafety Commissioner - <https://esafety.gov.au/>
- eSmart® Smart. Schools Framework - www.esmartschools.org.au
- The Alannah and Madeline Foundation
- <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>
- Greenvale Primary School's Digital Technologies Acceptable Use Contract
- Greenvale Primary School's Cyber Citizenship Policy
- Greenvale Primary School's 1-1 Digital Technologies Policy
- Greenvale Primary School's Privacy Policy
- Greenvale Primary School Student Engagement and Inclusion Policy

This policy was ratified by School Council in October 2022

DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Greenvale Primary School uses Digital technologies as a teaching and learning tool, but acknowledge it must be used responsibly. Each student has been asked to agree to use digital technologies responsibly at school. Parents should be aware that the nature of digital technologies means that full protection from inappropriate content can never be guaranteed. Access to digital technologies provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities.

Student Contract

When I use the internet at school I have responsibilities and rules to follow. I agree to:

When I use digital technologies I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parent's or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school:

- we discuss ways to be a safe, responsible and ethical user of digital technologies
- Only work on the web for purposes specified by my teacher at school.
- Use the technology at school for learning.

- Use the equipment properly and not interfere with the work of another student.
- Only use or download appropriate digital content such as games, and multimedia that we have a licence to use.

I will use this knowledge at school and everywhere I use digital technologies

Greenvale Primary School strongly recommends that personal digital devices should not be brought to school. However should I bring any of these devices to school I agree to:

- Take full responsibility for it
- Have it off or on silent and only use before or after school and leave it in my bag during school hours.

This Digital Technologies Acceptable Use Contract also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: _____ **Class:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Agreement:

I agree to:

- My child using the digital technologies at school
- My child's first name and initial being published on Greenvale Primary School's website, or on educational websites
- A photo or video of my child being published on Greenvale Primary School's website or on password protected education websites
- My child's work being published on Greenvale Primary School's website or on password protected education websites
- The school signing my child up to educational websites
- Contact the school if there is a situation which concerns me

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent Name: _____

Parent Signature: _____ **Date:** _____

If you have any questions, or concerns about the **Digital Technologies Acceptable Use Contract**, please don't hesitate to contact Daniel Wardan or your child's class teacher on 9333 2500

Daniel Wardan
Digital Technologies Strategic Leader

Angelika Ireland
School Principal